



# Office of the City Clerk

Weekly Report – for Week Ending January 6, 2017

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

Write-In Candidate filing began on Monday, January 9, 2017. As of this writing, two individuals paid the filing fee and have been certified to be a Write-In Candidate. Write-In Candidate filing ends on Tuesday, February 21, 2017.

### Neighborhood and Business Improvement Districts

On January 11, 2017, the City Council adopted 2017 Annual Planning Reports for the Pacific Palisades, Brentwood Village, San Pedro Historic Waterfront, and Lincoln Heights Business and Community Benefit District Business Improvement Districts.

On January 12, 2017 staff met with representatives from the Office of the City Attorney, Council District 13 and the Hollywood Entertainment District Business Improvement District regarding an ordinance addressing standard regulations for first amendment demonstrations on Hollywood Blvd.

### Records Management

The City Archives provided a tour to a delegation of archivists from Anhui Province, China.

### Systems

Staff completed a feasibility study for the City Ethics Commission on ways to validate voter eligibility as it relates to campaign donations. We have several election tools that can be used during an election cycle for voter eligibility checking and we are able to quickly modify map services to provide this function.

The development of the General City Purpose (GCP) online contract application E-form has been completed. The portal will allow the vendor to complete the application online. Previously, the vendor had to manually complete the forms and physically mail them back to the City. This automated process may cut processing time by approximately 40%.

### Administrative Services

Staff attended various Council committee meetings to address questions pertaining to annual trust fund reports.

The December Financial Status report has been submitted to the CAO's Office and quarterly contract reporting data has been entered into the Ethics Department Filing System.

Personnel staff is working with MHN, the City's Employee Assistance Program provider, and Mayor's Office staff on the delivery of the MHN Management Academy/Certificate program.



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## **Neighborhood Council Funding Program**

Staff has completed the 2016 Tax Project (1099 Project) for neighborhood council contractors who will be receiving 1099 tax filing forms from the City for 2016.

We are working to submit our Financial Status Report to the CAO's office and will be asking for monies to be appropriated back to NCs in cases where a sound justification exists.

## **Issues**

We are working with the Office of the Controller's Waste Fraud and Abuse Division to address questionable expenses associated with the Porter Ranch Neighborhood Council.

## **Upcoming**

The semi-annual Systems Disaster Recovery Exercise has been scheduled for 1/21/2017. The exercise will simulate a complete power outage at City Hall. Databases, applications, and files will be restored from the backup storage unit located at the Piper Tech center. The purpose of the exercise is to ensure that all data can be restored after an outage.